



# NCRC

National Capital Revitalization Corporation  
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## PRESIDENT AND CHIEF EXECUTIVE OFFICER

Anthony C. Freeman

Issue Date: February 1, 2006

To: All Prospective Offerors

Re: Request for Qualifications (RFQ) – Environmental Consulting Related  
to National Environmental Policy Act (NEPA) Environmental Impact  
Assessments

The National Capital Revitalization Corporation (“NCRC”) and the RLA Revitalization Corporation (“RLARC”), together, (the “Corporations”) are jointly inviting firms that specialize in National Environmental Policy Act (NEPA) Environmental Impact Assessments under HUD regulation 24 CFR Part 58 to submit qualifications statements to provide Environmental Consulting Services for NEPA Assessments for various Real Estate Development and/or Economic Development projects.

NCRC is an independent corporate instrumentality of the District of Columbia government charged with conducting certain economic development activities in the District. As part of this mission, NCRC is responsible for facilitating large-scale real estate development projects, and implementing business development and finance programs. RLARC is a subsidiary of NCRC charged with the management and disposition of a portfolio of properties for the District of Columbia. For more information regarding NCRC or RLARC, we encourage interested companies to review NCRC’s Web site: [www.ncrcdc.com](http://www.ncrcdc.com).

To the greatest extent possible, the Corporations desire to contract with local, small, and disadvantaged business enterprises (LSDBEs), as certified by the District’s Department of Small and Local Business Development (DSLBD), and such firms (or teams that include LSDBEs) are particularly encouraged to apply. More specifically, the Corporations will give consideration for LSDBE participation in the following order:

- (1) Prime Contractors which are certified LSDBEs (potential to receive the highest degree of LSDBE participation preference)

- (2) Joint Ventures or Teams with greater than 30 percent LSDBE participation, based on the total contract dollar value (potential to receive a medium degree of LSDBE participation preference)
- (3) Prime Contractors with LSDBE subcontractors performing less than 30 percent of the total contract dollar value (potential to receive the lowest degree of LSDBE participation preference)

Proposals are due by **5:00 pm (EST) on Wednesday, March 1, 2006**. Respondents shall submit the **Intent to Bid (Exhibit B)** form by **5:00 p.m. on Monday, February 13, 2006**. Respondents shall be responsible for verifying that their qualification statements satisfy all modifications to the RFQ, if any, as posted on NCRC's website, including any clarifications thereto, which may include Responses to Questions posed by Respondents. If you have any questions with regard to this RFQ, please contact: Debbie C. Williams, Purchasing Manager at 202-467-1060 or email: [dwilliams@ncrcdc.com](mailto:dwilliams@ncrcdc.com).

Sincerely,

Anthony C. Freeman  
President and Chief Executive Officer

## **1. Description of National Environmental Policy Act (NEPA) Environmental Impact Assessment Services**

Jointly or separately, the Corporations may select one or more firms and award each a Services Agreement to provide Environmental Consulting Services for NEPA Assessments. Services Agreement will establish the overall relationship between the Corporations and the firm(s). Work will be assigned through a Request for Services awarded pursuant to the Services Agreement. Each Request for Services will describe the nature of the work, the required deliverables, a schedule for such deliverables, and the selected firm's compensation. The tasks may encompass all aspects related to NEPA Environmental Impact Assessments, or other relevant Environmental Assessments required according to Federal or District regulations. The specific services required by the Corporations may encompass one, all, or any combination of the following activities:

- Prepare *Environmental Impact Assessments* (otherwise known as a "Cultural Impact Assessments") for various Real Estate Development projects and/or Economic Development activities.
  - Assessments must comply with the National Environmental Policy Act of 1969 (NEPA), (42 USC 4.21, et. Seq.), the United States Department of Housing and Urban Development's (HUD) implementing regulations for NEPA under 24 CFR Part 58, and the Council on Environmental Quality (CEQ) regulations implementing NEPA (40 CFR 1500-1580).
- The Firm may be asked to perform **ALL** of the duties required under HUD's regulations under 24 CFR Part 58 "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities" including, but not limited to:
  - Identifying all potential environmental impacts, whether beneficial or adverse, and the conditions that would change as a result of the project;
  - Determining existing conditions and describing the character, features and resources of the project area and its surroundings, and identifying the trends that are likely to continue in the absence of the project;
  - Identifying, analyzing and evaluating all project impacts to determine the significance of their effects on the human environment and whether the project will require further compliance under related laws and authorities cited in 24 CFR Parts 58.5 and 58.6;
  - Examining and recommending feasible ways in which the project or external factors relating to the project could be modified in order to eliminate or minimize adverse environmental impacts;

- Examining alternatives to the project itself, if appropriate, including the alternative of no action;
- Completing a noise analysis and examining the impact the noise from the project will have on the environment;
- Examining the impact of the project as it relates to Environmental Justice in Minority Populations and Low-Income Populations (59 FR 7629);
- Based on analyses and environmental review process, making one of the two following findings:
  - A finding of No Significant Impact (FONSI), in which the responsible entity determines that the project is not an action that will result in a significant impact on the quality of the human environment.
  - A finding of significant impact, in which the project is deemed to be an action which may significantly affect the quality of the human environment.
- Produce a final Environmental Assessment Report detailing the findings of the environmental review process, inclusive of the relevant paperwork required by HUD, including:
  - Form HUD-4128 The Environmental Assessment and Compliance Findings for the Related Laws;
  - The Sample Field Notes Checklist in accordance with HUD guidelines.
- Submit Environmental Assessment Report and all relevant findings to Federal and/or District agencies, as determined necessary by the corporations.

## **2. Submission Requirements**

Companies interested in providing Environmental Consulting Services for NEPA Environmental Impact Assessment services to either or both of the Corporations are required to submit a qualifications statement of no more than ten (10) pages, which shall be organized as follows. Failure to fully comply with the submission requirements may result in disqualification from further consideration.

- **Section 1A - Company Profile:** Provide a brief company profile that describes: (i) the number of years that company has been in business; (ii) annual revenues; (iii) number of employees; (iv) range of services provided; and (v) LSDBE status and/or LSDBE partners; (vi) include an organizational chart indicating the organizational and management structure of the company; and (vii) provide any other name under which the firm is currently doing business or has previously done business.
- **Section 1B - Company Qualifications:** Provide a brief summary that describes: (i) the company's relevant experience in performing the services described; (ii) professional licenses, permits, and specialized experience and technical competence to perform services; (iii) past experience of principals; and (iv) work

with other local government agencies and private-sector development organizations, particularly in the District of Columbia and comparable cities.

- Section 1C - **Management Approach:** Describe the management approach to working with and meeting the needs of NCRC and/or RLARC.
- Section 1D – **Additional Resources:** Describe additional resources that are currently available to support the performance of services; i.e. facilities, equipment, computers, software, etc.
- Section 2 – **Personnel Qualifications:** Provide the resume(s) of key personnel proposed to be assigned to work with NCRC and/or RLARC. Include: (i) a description of his/her relevant experience in performing the described services; (ii) professional qualifications or certifications to perform services; (iii) formal education; and (iv) work with other local government agencies and private-sector development organizations, particularly in the District of Columbia and comparable cities.
- Section 3 – **Past Performance:** Provide the names, addresses, and phone numbers of three (3) to five (5) references from current and former clients for whom the company has performed work similar to the described services. (In performing reference checks, the Corporations are not limited to considering information from references listed in the qualifications statement.) Also provide a brief project summary of the services provided and/or tasks completed for each reference.
- Section 4 – **Fee Schedule:** Provide a competitive schedule of professional fees and expenses, including any discounts that apply to public sector agencies. If applicable, labor rates shall be at a fixed hourly rate that includes overhead and profit. The rates submitted by the firms shall be effective through 1 year from due date.
- Section 5 – **LSDBE Participation:** To the greatest extent possible, the Corporations desire to contract with certified Local Small and Disadvantaged Business Enterprises (LSDBEs), or teams that include LSDBEs. Such firms are particularly encouraged to apply. In the process of evaluating potential bidders, it is the Corporation's practice to first identify a "short list" of firms which are deemed qualified to perform the service. Among the qualified bidders, the Corporations will give consideration for LSDBE participation in the following order:
  - (1) Prime Contractors which are certified LSDBEs (potential to receive the highest degree of LSDBE participation preference)
  - (2) Joint Ventures or Teams with greater than 30 percent LSDBE participation, based on the total contract dollar value (potential to receive a medium degree of LSDBE participation preference)
  - (3) Prime Contractors with LSDBE subcontractors performing less than 30% of the total contract dollar value (potential to receive the lowest degree of LSDBE participation preference)

To obtain evaluation consideration for LSDBE participation:

- (i) Provide a copy of the firm's LSDBE certification; or
- (ii) Provide a description of how your firm would partner or joint venture with a certified LSDBE; and (a) identify the specific services or tasks in the scope of work that would be performed by the LSDBE; and (b) the percentage of the total dollars in the proposed budget that would be revenue to the LSDBE.

At the sole discretion of the Corporations, a contract awarded to a team which includes an LSDBE may be executed as two or more contracts; i.e., one contract may be awarded directly to the LSDBE team member.

If your firm is not aware of potential LSDBE partners, you may gain assistance in locating an LSDBE partner by contacting the DC Department of Small and Local Business Development (DSLBD) at 202.727.3900. A list of LSDBEs is also available at the DSLBD Web site at: <http://app.olbd.dc.gov>.

- **Section 6 – Eligibility Certification:** Provide a certification that the neither the firm, nor its proposed team or joint venture partners (and any of their principals) is not suspended, debarred, or otherwise ineligible to receive contracts from the District Government or the Federal Government; is in compliance with all applicable laws or regulations relevant to the provision of services contemplated by this RFQ; has paid and filed all applicable District of Columbia and Federal taxes and tax returns; and, to its knowledge, receipt of contracts from the Corporations would not create any conflicts of interest or related ethical concerns for directors or employees of the Corporations. The submitting firm, each team member firm, and each joint venture partner shall complete and include a signed **“Exhibit A”** with the qualifications statement.
- **Section 7 – Point of Contact:** Offerors are required to submit primary point of contact information, including the name, title, phone number, fax number, email, and mailing address of the point of contact person.

### **3. *Delivery Instructions***

Please submit to the offices of the Corporations **one (1) original and five (5) copies** of your company's qualifications statement **by 5:00 p.m. (E.S.T.) on Wednesday, March 1, 2006**. Envelopes should be clearly marked, “RFQ – Environmental Consulting Related to the National Environmental Policy Act (NEPA)”, and addressed as follows:

National Capital Revitalization Corporation (“NCRC”)  
2025 M Street, N.W., Suite 600  
Washington, DC 20036  
Attention: Debbie C. Williams, Purchasing Manager

#### **4. Selection Criteria and Process**

The Corporations may jointly or separately select one or more companies to be included in its list of companies which specialize in NEPA Environmental Impact Assessment services identified as having the requisite qualifications and expertise. The Corporations intend to select companies that offer the **best overall value** to the Corporations.

**4A. Evaluation Criteria:** In the course of the selection process, the following factors will be considered, among other things, and given substantial weight:

- Relevant experience and professional qualifications of the company and any of its team or joint venture partners;
- The number of NEPA Environmental Assessments performed by the firm for the District (i.e. – the District Department of Housing and Community Development ) and/or Federal Agencies (i.e. – HUD, EPA, EDA, etc.);
- Relevant experience and professional qualifications of key personnel;
- Schedule of Fees and Expenses;
- Past Performance – including work with other local government agencies and private sector development organizations, particularly in the District of Columbia and other comparable cities;
- LSDBE Participation;
- Capacity to perform requested services within a required timeframe; and,
- Overall quality of qualifications statement

**4B. Schedule:** NCRC anticipates that the following schedule will apply to the qualification of companies for NEPA environmental consulting services:

	<u>Target Completion Dates</u>
Issue RFQ	February 1, 2006
Intent to Bid Due to NCRC	February 13, 2006
Written Questions Due to NCRC	February 16, 2006
Responses to Questions	February 20, 2006
Qualifications Statements Due	March 1, 2006 (by 5:00 p.m.)
Oral Presentations (if requested by NCRC)	Week of March 13, 2006
Qualification Notices	Week of March 20, 2006

**4C. Questions to NCRC:** Prospective Offerors shall submit written questions to NCRC via email or fax by the due date. The Corporations reserve the right not to directly answer any questions which, if answered, could place the recipient of such information at a competitive advantage over other firms under consideration. If appropriate, responses to all questions will be issued as an RFQ Response to Questions and posted on the NCRC website.

**4D. Oral Presentations:** After receiving qualification statements submitted in response to this RFQ, the Corporations may invite a select number of highly ranked companies to make an oral presentation. During this interview, please be prepared to discuss what you believe will be the key issues for the Corporations and how your firm will address these issues.

**4E. Negotiations:** The Corporations reserve the right to: (i) reject all qualifications statements submitted; (ii) accept any qualifications statements as submitted without negotiations; (iii) accept or negotiate with all firms that submit qualifications statements that are highly ranked; (iv) require revisions to, corrections of, or other changes to any qualifications statements submitted as a condition to being given further consideration; (v) select for negotiation only the overall best qualified firm, as determined by the Corporations at their sole discretion; (vi) negotiate with one or more firms in any manner it deems fit, (such negotiations may be concurrent or sequential as determined by the Corporations at their sole discretion); (vii) following the conclusion of any such negotiations, solicit Best and Final Offers (“BAFO”) by utilizing an appropriate procedure; and (viii) reopen negotiations after the BAFO procedure, if it is in the Corporations best interest to do so. An offeror shall not have any rights against the Corporations arising at any stage of the solicitation on account of any negotiations that take place, or due to the fact that the Corporations do not select an offeror for negotiations.

**4F. Request for Services:** Each Corporation may issue and negotiate a Request for Services with identified the firms it determines (in its sole discretion) to be qualified to perform a given task and offering the best value to the procuring Corporation considering both price and non-price factors. The Request for Services will describe the nature of the work, requirements, a schedule for delivery, and the selected provider’s compensation. Each Corporation reserves the right, however, to select for a particular project or task, the company it determines to be most qualified (whether such company has submitted a qualifications statement in response to this RFQ or not) without competition if such action is deemed to be in the best interest of the respective Corporation.

**4G. Services Agreement:** The Request for Services will be issued in accordance with a Services Agreement that will establish the overall relationship between the Corporations and the Environmental Assessment provider. The Services Agreement will be prepared by NCRC’s Legal Department, and must be executed by NCRC and an authorized officer of the contracting company prior to the start of any work or within thirty (30) days of receipt. Thereafter, the services provider is deemed to be delinquent and, at the Corporations’ option, the Services Agreement may be voided. **Although the Corporations intend to award one, or more Service Agreements for Environmental Consulting Services for NEPA Environmental Assessment services, there is no guarantee that any services provider deemed qualified through this RFQ will in fact be awarded a contract for any Environmental Consulting Services by any Corporation.**



## **5. *Conflicts of Interest***

All offerors should be aware that their ability to be awarded a contract for services will be contingent upon an awardee's execution of a Conflict of Interest Questionnaire indicating that there is no conflict of interest to work for the Corporations on the identified project.

## Exhibit A

### Certification of Eligibility

On behalf of \_\_\_\_\_ (the "Company"), I hereby certify to the following:

1. Neither the Company, its partners, shareholders or equity owners (collectively, the "Company's Affiliates") have been suspended, debarred, or are otherwise ineligible to receive contracts from the District Government or the Federal Government; **[Note that the term "Company" includes all partnering entities teaming with or joint venturing with a company submitting any proposal to the Corporations (as defined below)]**
2. To its knowledge, the Company is in compliance with all applicable laws or regulations relevant to the provision of services contemplated by the Request for Qualifications issued by the National Capital Revitalization Corporation and the RLA Revitalization Corporation (the "Corporations");
3. The Company and each of the Company's Affiliates (and all of its principals and equity owners) has paid and filed all applicable District of Columbia and Federal taxes and tax returns; and
4. After making reasonable inquiry, the Company and each of the Company's Affiliates (or its employees) have no reason to believe that the award of a NEPA environmental consulting contract by the Corporations would create any conflicts of interest or related ethical concerns for any current or former directors or employees at the Corporations.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit B

### Intent to Bid NEPA Environmental Impact Assessments

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Fax or Email Form to:**

Debbie C. Williams, Purchasing Manager  
National Capital Revitalization Corporation  
2025 M Street, N.W., Suite 600  
Washington, DC 20036  
Phone: 202-467-1060

**Fax: 202-530-5790**

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